

KIRKLAND PARISH COUNCIL

Procedure for a Casual Vacancy

1. In the event a Councillor vacancy occurring, once accepted, the clerk will immediately contact Wyre Council electoral officer of that vacancy and request the initiation of the advertising of the notice of vacancy.
2. Wyre Council will issue a notice which is to be displayed in the Parish. This will be displayed from the date of the notice which is signed by the Clerk, to a date 14 working days after.
3. If Wyre Council receives a request for an election within the period it will then issue notices to the Clerk for display advertising for candidates for a by-election. The whole election process is administered by Wyre Council whether a poll occurs or not, and the costs of such are charged to the parish council.
4. If the advertisement (at step 2) does not initiate the 10 signatures of electors in the period of time required by legislation (14 working days) the Clerk will receive a notice from Wyre Council to say it can co-opt to the casual vacancy.
5. The casual vacancy will be advertised within 21 days of issuing of the notice at step 4.
6. The co-option notice will include a closing date for acceptance of requests for consideration.
7. The notice will be placed on all the Parish Council notice boards, on its website, on its social media, and in its next published newsletter.
8. Nominations will be made at the next available Parish Council meeting. Nominees will be contacted by the clerk and asked to submit in writing reasons for wishing to be a councillor, previous community/council work, other skills they can bring to the council etc.
9. Following the closing date the application letters will be copied out to the Councillors in confidence.
10. Interviews with all the candidates will be arranged. A vote will then be taken (possibly by paper ballot if agreed) and a new councillor co-opted.
11. If there is more than one applicant for a vacancy, the applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until there is a majority for one candidate.
12. The co-option result of the successful councillor will be confirmed at the next available Parish Council meeting.

Version	Changes	Author	Date	Minute
1.0	Created	G. Benson, clerk	10th March, 2021	
1.1	Review	G. Benson, clerk		